

Indiana Professional Licensing Agency
 State Board of Cosmetology (Group 12)
 402 W. Washington St. Room W072
 Indianapolis, IN 46204



«full_name»
 «address_line_1»
 «address_line_2»
 «address_line_3»
 «address_line_4»

Online renewal is available for approximately 12 months after your license has expired. Info to renew online is below. To renew by mail - please return this entire page to the address above after completing the form. Be sure to enclose your renewal fee (\$200.00). Checks should be payable to: "Indiana Professional Licensing Agency".

TANNING FACILITY – Renewal Form

<u>License Number</u>	<u>Date Expires</u>	<u>Renewal Fee</u>		
«license_no»	«l expiration date»	«renewal fee»		
«full_name» «address_line_1» «address_line_2» «address_line_3» «address_line_4» <u>Address Correction</u> ~	INSTRUCTIONS: (a) Make any necessary address or status change on this form (see the appropriate shaded areas) and (b) sign and date application in ink. If the Indiana Department of Revenue has recorded a tax protest on your license, you may not renew your license until the Indiana Department of Revenue removes the tax protest. I hereby swear or affirm under the penalties of perjury that the information provided here is true and correct to the best of my knowledge. <table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Signature of Applicant</td> <td style="width: 30%;">Date Signed</td> </tr> </table>		Signature of Applicant	Date Signed
Signature of Applicant	Date Signed			
<u>Make Check Payable and Mail To:</u>	<u>Mailing Address:</u>			
Indiana Professional Licensing Agency	402 W. Washington St. Room W072, Indianapolis, IN 46204			

- **Renew Online:** Go to www.pla.in.gov and select the License Express link. Your Primary License Number is your Login ID & password.
- **Renewal Fee:** Your renewal fee is \$200.00 – there is a \$50 late fee if renewed after 7/1/2012.
- **Obtaining Your License:** The Indiana Professional Licensing Agency no longer prints and mails a courtesy license upon renewal of the license. This does not change the license posting requirement where applicable. The licensee will be required to go to our website at www.pla.in.gov to order a license. To get started, simply click on the "Purchase License Card" link on the far right side of the page. **The licensee may print the free license card** or order the \$10.00 license that is printed on blue card stock and mailed to them. The fee for this card is \$13.77 (\$10.00 license fee + \$3.77 online access fee). Whether you choose the free card or the one that is purchased, you will go through the ordering process to make the card print correctly for you.
- If you have questions, please feel free to contact the State Board of Cosmetology and Barber Examiners by email at pla12@pla.in.gov or by phone at (317) 234-3031.